

**PUBLIC NOTICE  
FITCHBURG RETIREMENT BOARD**

**REQUEST FOR PROPOSALS TO PROVIDE ACTUARIAL SERVICES  
Submission Date – November 20, 2019**

The Fitchburg Retirement Board (hereinafter “the Board”) is seeking an actuary or firm with experience in conducting an actuarial study of the Fitchburg Retirement System’s outstanding pension liability. The Board and System are governed by Chapter 32 of Massachusetts General Laws and subject to the rules and regulations promulgated by the Public Employee Retirement Administration Commission (“PERAC”). This request for proposals is subject to and will be conducted in compliance with G.L. c. 32, § 23B.

The Board oversees the Fitchburg Retirement System (hereinafter “the System”), a Massachusetts governmental unit which administers the public pensions of over 1,300 members and beneficiaries of 3 districts and authorities. The Board manages through the Pension Reserves Investment Management Board approximately \$130 million in System assets and employs a staff of two in offices located at 780 Main Street, Fitchburg, MA.

To be considered for selection, the actuary or firm should be experienced in performing retirement system valuations, developing appropriation assessments on an individual unit level, and preparing GASB Statements Nos. 67 and 68 Accounting Valuation Reports

Actuaries/firms must submit a proposal to be considered. To obtain a copy of the RFP please contact Tina M. Schneider, Administrator, Fitchburg Retirement System, at [tschneider@fitchburgma.gov](mailto:tschneider@fitchburgma.gov) No phone calls please.

The Board reserves the right to cancel this procurement at any time for any reason and to reject any proposals or parts thereof. Each proposal shall be considered in effect for a period of sixty (60) days following the submission date. The Board also reserves the right to waive any irregularities, inconsistencies, and bidding provisions, or to take whatever other action that deemed to be in the best interests of the System’s members and beneficiaries.

**The Request for Proposals will be available until the submission deadline. The proposal deadline is November 20, 2018.**